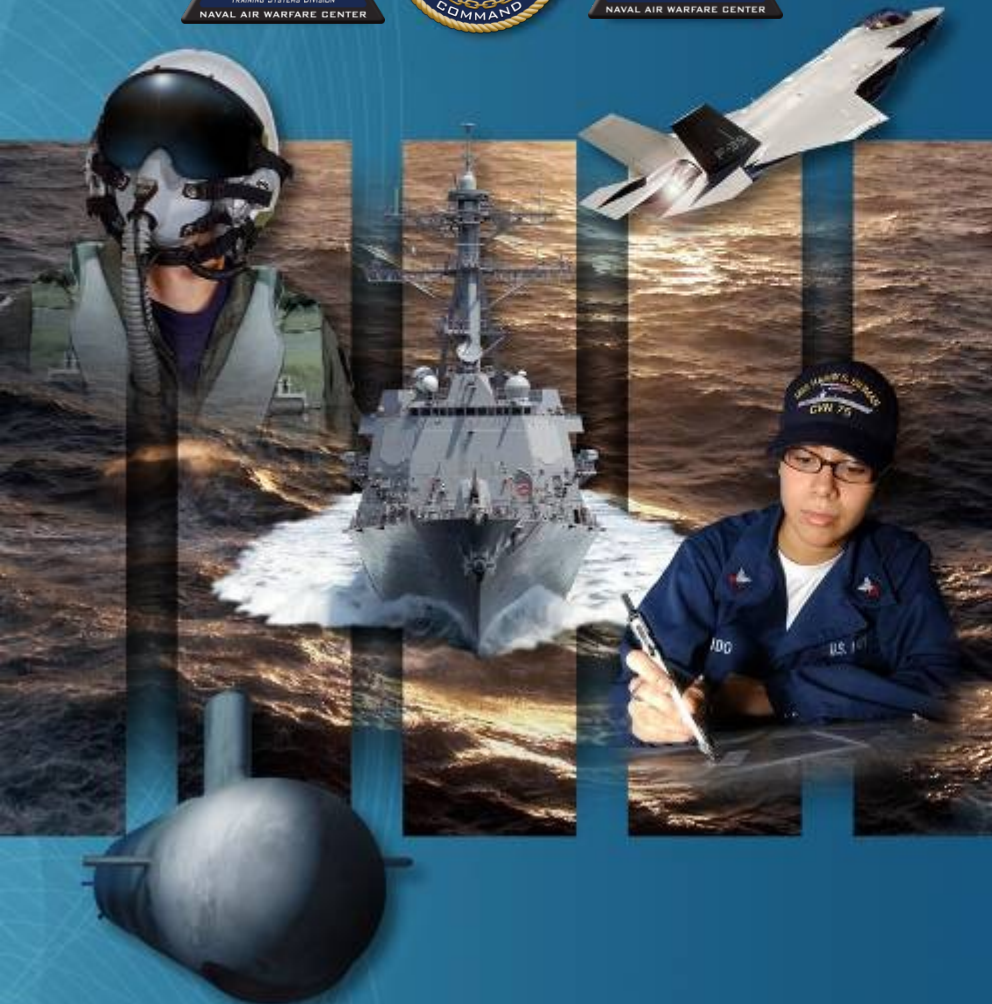


NAVAL AIR WARFARE CENTER  
TRAINING SYSTEMS DIVISION  
ORLANDO FLORIDA



**Site Visit  
Visual Information  
Support Services  
N61340-14-R-  
0017**

**Dana Schwerman  
Contracting Officer  
Representative**

**Ferdinand Rodriguez  
Contract Specialist**

**16 Apr 2014**



# ADMINISTRATIVE



- This briefing is UNCLASSIFIED
- Please turn off all cell phones and secure all electronic devices
- Restrooms – Must be escorted during break!
- Emergency Exits – Follow escorts at all times!
- No Smoking permitted during this briefing



# DISCLAIMER



- Today's presentations and discussions are for informational and planning purposes only
  - A warranted Contracting Officer is the only authorized individual that can commit the Government
- Formal solicitation takes precedence over all preliminary or draft documents, discussions or postings
  - All dates, technical information and other aspects of the program may change without specific notification
  - Please carefully read the final RFP in total, as the information may have changed from what was published in draft form
- Questions: Contact the Contracts Specialist
  - Mr. Ferdinand Rodriguez at [ferdinand.rodriguez@navy.mil](mailto:ferdinand.rodriguez@navy.mil)



# ETHICS AND COMMUNICATION



- Integrity of the acquisition process is paramount
- Ethical conduct and Integrity at the forefront
- Not only “do things right” but “do the right thing”
- Intrinsic part of everyday decision-making and practice
- Communication throughout source selection
- Ensure even-handed treatment of interested parties
- Offerors treated so no unfair competitive advantage
- Procuring Contracting Officer sole focal point after RFP release



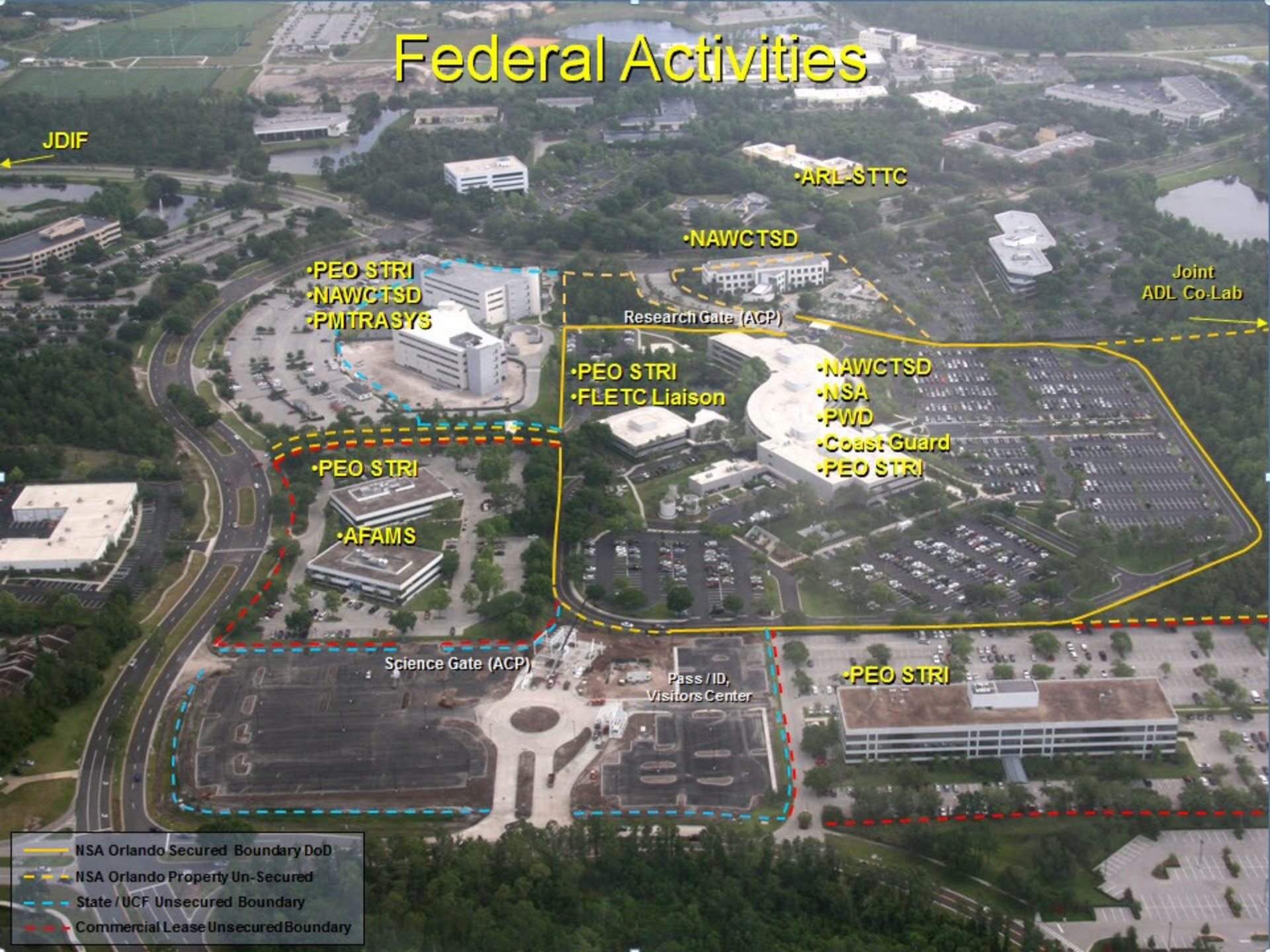
# INTRODUCTION



- Naval Air Warfare Center Training Systems Division (NAWCTSD) and U.S. Army Program Executive Office for Simulation, Training and Instrumentation (PEO STRI) require dedicated personnel resources for the operation of the Visual Information Support Services.
- Services are also provided to other Federal Agencies in the Research Park area. This area is defined on the next slide.



# Federal Activities



- NSA Orlando Secured Boundary DoD
- - NSA Orlando Property Un-Secured
- - State / UCF Unsecured Boundary
- - Commercial Lease Unsecured Boundary



# MISCELLANEOUS



## Anticipated Contract Type

- The Government anticipates award of a Firm Fixed price Contract with Contract Line Items (CLINs) for Labor and Cost Reimbursement CLINs for Travel, Material, and Other Direct Costs (ODCs).

## Contract Team

- PCO – Ms. T'ann Perrault
- Contract Specialist – Mr. Ferdinand Rodriguez



## **Location of work**

All products and services for this PWS shall be performed at Government provided facilities, except for rare occasions of unscheduled events to be held at off-site facilities.

## **Facilities, Supplies and Services**

Government will supply office space and other equipment required to deliver the services under this contract.





## **Materials**

- The Government will be responsible for furnishing the types of supplies, materials and equipment to support this effort. This material may be procured by the Government directly, or using the material CLIN on the contract.

## **Personnel Security**

- Contractor personnel shall be required to have access to UNCLASSIFIED and CLASSIFIED material up to Secret level.



## **Performance Requirements / Overarching Strategy**

- The Contractor shall perform Audio, Video and Photography Technologies.
- The Contractor shall provide a Program Manager who shall be responsible for the overall management and oversight of work performance, serve as the point of contact for customer relations.

### **Key Personnel**

- Program Manager/Contract Manager
- Graphics Lead
- Audio Visual services Lead



# SERVICES REQUIRED



## Audio Visual

- Command Board Room Support.
- Conference room equipment setup and support.
- VTC Support
- Major command events such as Change of Commands, All Hands meetings (on and off site) and retirements.
- Official Portraits
- Passport Photographs
- Special-duty assignment
- VIP/Command portraits



# SERVICES REQUIRED (cont.,)



## Graphics

- Graphics design and support
- Graphics design conceptualizing support
- Digital Signage, including constructing interactive pages for multimedia productions.
- 3D displays and exhibits
- Animations.





# Marroletti Conference Room (Army Command)



**Picture removed**



# Marroletti Conference Room (Army Command)



Picture Removed



# Marroletti Conference Room (Army Command)



- Picture Removed



# Marroletti Conference Room (Army Command)



- Picture Removed





# Bishop Conference Room AFAMS Building



- Picture Removed



# Bishop Conference Room AFAMS Building



- Picture removed



# CONTRACTING NOTES



- The **System for Award Management (SAM)**
- SAM is the Official U.S. Government system that consolidated the capabilities of CCR, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page [www.sam.gov](http://www.sam.gov). All offerors must be registered in SAM to be considered for award of contract.
- User guides and webinars are available under the Help tab.



# CONTRACTING NOTES



- **Wide Area Workflow (WAWF)**
- WAWF system is the method to electronically process vendor payment requests and receiving reports.
- To access WAWF, the Contractor shall—
  - Have a designated electronic business point of contact in SAM; and
  - Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self registration available at this Web site.





# CONTRACTING NOTES



- WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.



# Command tour



- Please turn off all Electronic equipment for this tour.
- During this tour we will visit spaces within the DeFlorez building and the Annex.
- Hold all questions until we return.



# QUESTIONS



- Any Additional questions may be sent to the contract specialist at:
  - [ferdinand.rodriguez@navy.mil](mailto:ferdinand.rodriguez@navy.mil)
- Deadline for submitting all questions is:
  - 23 April 2014